

How PR Numbers are Displayed (v4.1b)

Introduction

This document explains how PR numbers are displayed in the **Requisition Number** field in contracts, contract modifications, delivery orders and delivery order modification forms in PD² v4.1b.

How PR Numbers are Displayed on Contracts and Contract Modifications

The following paragraphs summarize how the document numbers of PRs are reported in the SF 26, SF 1442, SF 33, SF 252, SF 1449, DD Form 1155 Simplified Purchase, and SF 30 modification.

SF 33, SF 1442, SF 26 and SF30 modification (on-line)

- Block 4 of the SF 26, block 5 of the SF 1442 and block 6 of the SF 33 always populate with the document number of the PR highlighted to create the SF 26, SF 1442 or SF 33.
- When a modification is created against the SF 26 or SF 1442, new PRs may be attached by selecting **Line Items→Attach** from the menu. When modifications are created against the SF 26 or SF 1442, the document number of the PR highlighted to create the original contract, remains in block 4 of the *SF 26 I-10* tab and block 5 of the *SF 1442 I-9* tab. Block 4 on the *SF30 I-10* tab on the SF30 modification to the SF 26 and the SF 1442 also displays the document number of the PR, highlighted to create the original contract.
- When a modification is created against the SF 33, new PRs may be attached by selecting **Line Items→Attach** from the menu. When a modification is created against the SF 33, the document number of the PR highlighted to create the original contract displays in block 4 of the *SF30 I-10* tab. “See Schedule” displays in block 6 of the *SF 33 I-10* tab.

SF 33, SF 1442, SF 26 and SF30 modification (print preview)

- In print preview block 4 of the SF 26, block 5 of the SF 1442 and block 6 of the SF 33 always populate with the document number of the PR highlighted to create the SF 26, SF 1442, or SF 33.
- When a modification is created against an SF 26, SF 33, or SF 1442, and a new PR is attached by selecting **Line Items→Attach** the PR number of the PR highlighted to create the original contract remains in the requisition block of the conformed and modification document in print preview.

SF 252, SF 1449 Commercial Purchase, SF 1449 GSA, DD 1155 Small Purchase, DD 1155 GSA (on-line)

- There is no requisition number block on the SF 252, so no PR number will report on the SF 252 form, even when a line item is attached from a PR, by selecting **Line Items→Attach**.
- Block 1 of the SF 1449 Comm Purchase and GSA and Block 4 of the DD 1155 Small Purchase and GSA always populate with the document number of the PR highlighted to create the SF 1449 Commercial Purchase/GSA or DD 1155 Small Purchase/GSA.
- When a modification is created against the SF 252, SF 1449 or DD Form 1155, new PRs may be attached by selecting **Line Items→Attach** from the menu. When a modification is created against these forms, no document number displays in block 4 of the *SF30-10* tab or block 1 of the *SF 1449 1-16* tab or block 4 of the *DD 1155 1-13* tab.

SF 252, SF 1449 Commercial Purchase, SF 1449 GSA, DD 1155 Small Purchase, DD 1155 GSA (print preview)

- In print preview block 4 of the DD Form 1155 and block 1 of the SF 1449 always populate with the document number of the PR highlighted to create the DD Form 1155 Small Purchase/GSA or SF 1449 Commercial Purchase/GSA.
- When a modification is created against an SF 252, DD Form 1155 or SF 1449, and a new PR is attached by selecting **Line Items→Attach**, no document number will display in print preview in block 4 of the SF30 modification document, block 1 of the SF 1449 conformed document, or block 4 of the DD 1155 conformed document.

DD Form 1155 and SF 1449 Delivery Orders and SF30 modifications

- Block 4 of the DD Form 1155 Delivery Order and Block 1 of the SF 1449 Delivery Order on-line and in print preview always populate with the document number of the PR attached to the delivery order, only when one PR has been attached to the delivery order.
- When a modification is created against the SF 1449 or DD 1155 Delivery Order, line items from a new PR may be attached, by selecting **Line Items→DO/TO Match**. When line items from a new PR are attached in a delivery order modification, no PR number will report in block 4 of the *DD 1155 1-13* tab, block 1 of the *SF 1449 1-16* tab or block 4 of the *SF30 1-10* tab, or in print preview in the conformed and modification documents.